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**The Regular Meeting of the
Brian Head Town Council
Town Hall Council Chambers
56 N. Hwy 143, Brian Head, UT 84719
TUESDAY, FEBRUARY 11, 2014 @ 1:00 PM**

Roll Call.

Members Present: Mayor H.C. Deutschlander, Council Member Larry Freeberg, Council Member Clayton Calloway, Council Member Jim Ortler, Council Member Reece Wilson.

Staff Present: Bret Howser, Nancy Leigh, Cecilia Johnson, Wendy Dowland, Dan Benson

A. CALL TO ORDER

Mayor Deutschlander called the regular meeting of the Brian Head Town Council to order at 1:00 pm.

B. PLEDGE OF ALLEGIANCE

Mayor Deutschlander led the Council and others in the Pledge of Allegiance.

C. DISCLOSURES

There were no conflicts of interest with today's agenda items. Mayor Deutschlander stated that the disclosure statements are on file at the Town Clerk's office and are available for public inspection during normal business hours.

D. APPROVAL OF THE MINUTES: January 28, 2014

Motion: Council Member Calloway moved to approve the January 28, 2014 Town Council minutes. Council Member Wilson seconded the motion.

Action: **Motion carried 4-0-0 (summary: Yes = 4 Vote: Yes:** Mayor Deutschlander, Council Member Freeberg, Council Member Calloway, Council Member Wilson. **Absent:** Council Member Ortler).

E. PUBLIC INPUT/ REPORTS (Limited to three (3) minutes) Non-Agenda Items

Nancy Leigh, Town Clerk, reported the annual Jokers Wild Snowmobile Poker Run is scheduled for this Saturday, February 15th from Brian Head to Duck Creek where a barbeque lunch will be provided. The participants will return to Brian Head for awards and prizes at the Cedar Breaks Lodge.

Mayor Deutschlander reported that he and Council Member Ortler attended the annual Utah League of Cities and Towns "Meet the Legislature" day held in Salt Lake City. There were several items of discussion such as bill 252 which addresses business licenses and could have a potential negative impact on Brian Head. Another item of discussion is the bill regarding absentee ballots. He and Council Member Ortler spoke to several Senators and Representative on behalf of Brian Head.

Council Member Ortler arrived at 1:10 pm.

Bret Howser, Town Manager, announced that it is his birthday today. The Council and others wished Bret a happy birthday.

Dan Benson, Public Safety Director

1. Reported on an article in the newspaper regarding the death of a person which took place in Brian Head over the weekend. Dan reported it is an unfortunate situation in which three children were present at the scene. He will have further details later in the week, but that there was nothing suspicious in the death.

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2. Currently working on a catastrophic wildland fire program with the Iron County Fire Chiefs Association. A letter has been drafted to request funding for fire mitigation in Brian Head. The Fire Chiefs have signed the letter supporting the request.
3. Council Member Calloway inquired as to the fund transfer for the new type 4 wildland fire truck. Dan explained the state has received the check and forwarded it to the federal level. The town is waiting for the federal level to release the vehicle to the town.

Tom Stratton, Public Works Director

1. The town's recycling is now being hauled to Stone Castle Recycling in Cedar City. Tom explained he will be sending a thank you letter to Robinson Recycling for their efforts in assisting the town in taking the town's recycling during this interim period. Robinson Recycling encouraged the town to contact Stone Castle for recycling.
2. The contract for the inclinometer has been signed and staff is waiting on a date when they will be in Brian Head. The staff requested quotes and the prices ranged from \$20,000 to \$9,000 along with a cost of \$200 to \$300 a week to monitor and gather information. Council discussed the length of time needed for monitoring the system.

Cecilia Johnson, Town Treasurer

1. Reported she has sent an email to the Council to schedule the 2014-15 budget retreat. Council decided the budget retreat will be held Wednesday and Thursday, April 23-24, 2014.
2. Council Member Ortler inquired as to why the labor is over budget in every category with the exception of sewer. Cecilia explained the payroll is paid on a 26 pay period and payroll should be approximately at 61% due to the pay periods. The police were also paid out on their holiday pay.
3. Council Member Ortler inquired if staff has research the issue with the property taxes and why the town's property taxes are significantly lower this year. Cecilia reported she has spoken with the county who reported they have collected 88% of the property taxes. Bret explained the county anticipated an 87% collection rate and staff needs to review other factors on the matter and will report back to the Council with their findings.

Council Member Ortler updated the Council on the various bills being presented to the legislature and in speaking with the various Senators and Representatives; he and Mayor Deutschlander have committed to give expert testimony if needed. Council Member Ortler reported the Utah League of Cities and Towns hasn't taken a position on the distribution of the local option sales tax because there has been a specific bill presented on the issue.

F. AGENDA TOPICS:

1. PUBLIC HEARING INTRODUCTION - LAND MANAGEMENT CODE. A brief introduction on the Land Management Code (LMC).

Bret Howser, Town Manager, presented the list of changes being proposed to the Land Management Code (LMC) (see attached). The changes are being proposed by the Planning Commission who has been working on the LMC for the past two years, including the zoning map which has been updated based on the General Plan map.

2. PUBLIC HEARING –LAND MANAGEMENT CODE. A public hearing on the Land Management Code

Motion: Council Member Ortler moved to recess the regular meeting of the Brian Head Town Council and open the public hearing to receive public input on the Land Management Code revision. Council Member Freeberg seconded the motion.

Action: **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Mayor Deutschlander, Council Member Freeberg, Council Member Calloway, Council Member Ortler, Council Member Wilson).

The public hearing was opened at 1:30 pm.

Mike Prescreta, business owner, commented there are two changes in the LMC that he would like the Council to give consideration to: 1) allowing residential living space in a light industrial zone. Mike explained this would be beneficial to his business and other businesses in the future. 2) The Planning Commission discussed sea storage containers which are located throughout Brian Head. Mike commented the containers can put blight if exposed but can be easily adaptable to the design

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review for the exterior of the container. Mike suggested the Council consider an earthen structure in which the container could be put in the ground and could be in consideration to the setback requirements because the open space would be there over the buried container.

Council Member Ortler inquired if both suggestions were part of the Planning Commission recommendations. Bret Howser, Town Manager, responded the first suggestion regarding the living space in light industrial was included but that the containers were not since the Planning Commission felt the existing building code addressed the container issue.

There were no written comments submitted and no further oral comments.

Motion: Council Member Ortler moved to close the public hearing on the Land Management Code and reconvene the regular Council meeting. Council Member Calloway seconded the motion.

Action: **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Mayor Deutschlander, Council Member Freeberg, Council Member Calloway, Council Member Ortler, Council Member Wilson).

The regular meeting of the Town Council was reconvened at 1:35 pm.

Council Member Freeberg inquired when would be the best time to discuss the issues with the Land Management Code. Mayor Deutschlander recommended the Council hold a work session during the next Council meeting to discuss the LMC before it is adopted.

Consensus of the Council: Work session will be scheduled at the next Council meeting to discuss the revisions for the Land Management Code.

G. WORK SESSION OF THE TOWN COUNCIL: STRATEGIC PLANNING & COMPENSATION PLANNING.

Council recessed the regular meeting for a work session to discuss the strategic planning and compensation plan at 1:37 pm.

Bret Howser, Town Manager, explained the Council will continue to review the strategies and action steps to those strategies in this work session (see attached).

The Council then reviewed the Administration Department's strategies and action steps with the following discussions:

1. **Strategy:** Conduct timely, equitable and professional building inspections. **Action Step:** Publish building inspector schedule. Council Member Ortler inquired as to why the inspection schedule would need to be published and if it should be the priority of the building inspector to be as flexible as possible to accommodate the contractors. Bret explained the publishing of the schedule will inform the contractors of the inspector's schedule, but the town will try to accommodate the contractor's schedule whenever possible since Brian Head has a short construction season.
2. **Goal:** Economic Development. **Strategy:** Market Events Regionally. **Action Step:** Get the old Chamber's TV station up and going. Council Member Ortler gave a brief history of the TV station and inquired if the TV equipment is too out dated and whether it would be cost effective. Bret explained the staff will complete a feasibility study first and then determine how the events will be advertised. Staff will present it in the upcoming budget if it is determine the TV station is feasible to run again.
Mayor Deutschlander suggested staff consider having an action shot of the event that is happening along with information on the event taking place. The TV station would also allow the town to advertise the event a year in advance.
3. **Goal:** Business Retention and Attraction. **Strategy:** Attract high-spending customers for local businesses. **Action Step:** Review, revise and adopt an Economic Development Plan. Bret explained he will be reviewing this action step to determine if the previous economic development plan is sufficient or would need to be revised.
4. **Strategy:** Build needed public infrastructure for resort commerce. **Action Step:** Develop complete streets master plan. Bret explained this would be similar to a capital facilities plan for streets, but the plan would address specific streets for improvements such as paving, curb/gutter, or parking.
5. **Action Step:** Adopt Master Trail Plan. Bret explained staff will be brining the draft master trail plan to the Council for adoption prior to the end of this fiscal year.

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6. **Action Step:** Improve Wayfinding. Bret explained these are currently the directional kiosk signs that are located throughout the town, but they need to be enhanced and staff will be looking at an effective way find sign along with possible grant funding options.
7. **Strategy:** Foster local businesses affiliation and cooperation. **Action Step:** Institute business technical advisory committee (B-TAC). Bret explained a committee will be created to review this strategy. Council Member Freeberg suggested the staff consider getting a group of businesses working and meeting together such as the Business Alliance Group that was created several years ago.
8. Council Member Ortler suggested the staff review the Redevelopment Agency (RDA) inter-local agreement with the county which expires in four years. The town should consider revisiting the RDA agreement to include the School District who did not participate the first time. The town could release the incremental funds if the County agrees to sign a new agreement since the RDA did not get the anticipated growth in the core areas as anticipated. Council Member Ortler went on to comment that with the development of the reservoir the RDA could generate millions of dollars for for improvements. Council Member Ortler suggested staff identify a new action step: Renew the RDA process with new agreements with the County and School District. Staff will identify as an action step.

Compensation Planning

Bret explained that as part of the strategy plan, there are action steps which address personnel management. Bret explained there are many times the public does not recognize the governmental entity as a service oriented organization and Brian Head is a service organization.

Bret presented a total compensation plan to the Council (see attached). Bret explained the total compensation plan identifies over 100 cities/towns somewhat similar to Brian Head, such as resort towns, ski resorts, number of employees, etc. The Council then held discussion on the following:

1. Council Member Ortler commented he would like to review the list of cities and also revisit the definition of “excellent quality of service” for the employees.
2. Council Member Calloway commented that the Council should determine whether 85% is the percentage for “excellent quality of service”.
3. Council Member Wilson suggested the Council review the 85% or if it should be 75%, 80% or 90%..
4. Council Member Ortler commented the Council will need to consider the long range effect of the compensation plan and if the town has the ability to fund it over time.
5. Bret explained the Council will need to review the compensation plan in order to meet the deadline for the upcoming budget retreat, giving staff sufficient time to put the budgets together for Council to review.
6. Staff is looking at budgeting a 7% increase for wages, but not all employees would receive a 7% increase. Performance evaluations will be conducted to determine if an employee performance would merit a raise or not. The employee would have to be performing 15th best out of 100 in their category in order to meet the 85 percentile.
7. Council Member Wilson inquired as to those types of employees who perform at a higher quality of work prior to an evaluation in order to receive a higher rating on their evaluation. Bret explained that staff will be looking at a quarterly review of the employee to determine if the employee is on target with their action steps.
8. Council Member Ortler inquired if staff has any proposals for new revenue sources yet. Bret explained he will be reviewing the revenue sources also.
9. Council Member Freeberg commented that he likes the compensation plan in which it gives the employees the opportunity to see where they are as to the market. It is also a total compensation plan which identifies benefits the employee receives. It gives the employee and Council a better understanding of the total compensation.
10. The plan does not include a cost of living since the plan is not a cola base concept, but is based on the market.
11. Council Member Calloway encouraged the Council to review the data, think about the 85% and be prepared to discuss it at the next Council meeting with a decision.
12. Bret inquired if staff has direction to incorporate the numbers for the upcoming budgets or if the Council would like to hold another discussion on this topic.

Consensus of the Council. Council will discuss the compensation plan at the next Council meeting.

H. ADJOURNMENT

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1 **Motion:** Council Member Ortler moved to adjourn the regular meeting of the Brian Head Town Council for February 11,
2 2014. Council Member Freeberg seconded the motion.
3 **Action:** **Motion carried 5-0-0 (summary: Yes = 5 Vote: Yes:** Mayor Deutschlander, Council Member Freeberg,
4 Council Member Calloway, Council Member Ortler, Council Member Wilson).
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7 The regular meeting of the Brian Head Town Council was adjourned at 3:55 pm for February 11, 2014.
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Nancy Leigh, Town Clerk